



# Course Checklist & Certificate Request

## New Manager Certificate

Required Courses	✓	Date Started	Date Finished	Grade
New Manager Suite:				
• Fundamentals of Management & Supervision				
• Fundamentals of Management & Supervision II				
• Leadership				
Keys to Effective Communication				
<b>Elective Courses (Choose minimum of 2)</b>				
Building Teams that Work				
Individual Excellence				
Mastery of Business Fundamentals				
Achieving Success with Difficult People				
Diversity Training for Employees & Managers				
Interpersonal Communication				
Effective Business Writing				

Additional elective courses may be added. Some courses may be discontinued. VSU PACE reserves the right to make changes to the program and will notify participants who may be impacted.

I have successfully completed the required and elective courses for:

***New Manager Certificate***

I hereby request my completion certificate.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Return to:  
 Email: subailey@valdosta.edu  
 Mail: VSU PACE, Attn: Sue Bailey  
 1500 N Patterson Street, Valdosta, GA 31698-0435